

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KANSAS  
MONDAY, DECEMBER 15, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, December 15, 2014 at 7:00 p.m. with Mayor Marcey Gregory presiding. Torske provided the invocation. Council members present were Joe Torske, Larry Zimmerman, Clayton Applegate, Chris Hahn, and Jamey Blubaugh.

Also present were: Brian Silcott, City Administrator; Kyler Ludwig, Assistant City Administrator; Lorie DeVaney, Assistant City Clerk; Justin Givens, Community Development Director; Sam Houston, Police Chief; Matt Lawn, Treasurer and Harlan Foraker, City Engineer.

**APPROVAL OF THE AGENDA**

Brian Silcott, City Administrator, requested Item G.2 Goddard Destination Development, Inc. Development Agreement Amendment be discussed before item G.1. Employee Wellness Incentives; because Mark Abbott from Polsinelli is in attendance to answer any questions Council may have about the Development Agreement.

**MOTION:** Councilmember ***Torske*** moved to approve the agenda as amended. Councilmember ***Blubaugh*** seconded the motion. The motion carried unanimously.

**CITIZENS' COMMENTS**

None

**PROCLAMATIONS AND AWARDS**

Mayor Gregory introduced Ariel Pinkston, a student at Clark Davidson School in Goddard. Gregory states Ariel has brought recognition to the Goddard Community by winning the 'Uncle Ben's Beginner Cooking Contest' with her Sunflower Sushi entry. Ariel's winning recipe resulted in \$30,000 being awarded to Clark Davidson School for a kitchen renovation as well as \$15,000 to her family. After Council viewed the winning video entry, Mayor Gregory presented Ariel with the December 2014 Goddard Gratitude Award.

**CONSENT AGENDA**

The Assistant City Clerk submitted for approval, the minutes of the regular City Council meeting dated December 1, 2014, two lists of accounts payable totaling \$302,343.23 and 2015 Cereal Malt Beverage Licenses for Pizza Hut, Walmart & Kwik Shop.

**MOTION:** Councilmember ***Blubaugh*** moved to approve the consent agenda as amended. Councilmember ***Hahn*** seconded the motion. The motion carried unanimously with ***Torske*** abstaining.

## **GODDARD DESTINATION DEVELOPMENT INC. DEVELOPMENT AGREEMENT AMENDMENT**

Brian Silcott, City Administrator, presented an amendment to Section 3.04 Development Schedule; Item 1 of the original development agreement for the STAR Bond District with Goddard Destination Development, Inc. Silcott states the proposed language amends one date on the development agreement timeline. This amendment moves the start date for infrastructure installation from January 1, 2015 to May 1, 2015 with all other dates remaining the same. Silcott noted the delay in construction is due to several factors. First, the Sedgwick County Elections Office held off the 1% sales tax special election until the August primary election. Second, because the aquatic facility is partnering with USA Swimming, several design changes are underway to increase the number of participants in competitive swimming events.

**MOTION:** Councilmember *Torske* moved to authorize Mayor Gregory to execute the first amendment to the development agreement between the City of Goddard and Goddard Destination Development, Inc. related to the Star Bond District. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

## **EMPLOYEE WELLNESS INCENTIVES**

Kyler Ludwig, Assistant City Administrator, presented a proposed Employee Wellness plan and Events Schedule for 2015 as directed by council on December 1, 2014. Under the proposed plan, employees earn points for each event attended which can be used towards City branded T-shirts or Polo shirts, and also allows employees to trade up to two sick days for wellness days each year.

**MOTION:** Councilmember *Applegate* moved to approve the proposed Employee Wellness plan and Events Schedule for 2015 as presented. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

## **CONSIDER GODDARD POLICE DEPARTMENT 8 HOUR DUTY SHIFT**

**MOTION:** Councilmember *Applegate* moved to recess into executive session after a five-minute break pursuant to non-elected personnel for 30 minutes to discuss specific personnel matters, to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 7:50 p.m. Councilmember *Torske* seconded the motion. The motion carried unanimously.

***The City Council recessed into Executive Session at 7:20 p.m. and reconvened at 7:50 p.m. Mayor Gregory announced that no binding action was taken in executive session.***

Silcott states due to anticipated staffing constraints; the Goddard Police Department will not be operating as effectively after December 29, 2014 with the current 12-hour duty shift that was implemented in 2011. After visiting with Chief Houston, it has been determined that transitioning to an 8 hour duty shift would allow deployment of two police personnel 6 out of 7 days of the week. Silcott noted the current 12-hour shift would only allow for two officer coverage 3 ½ days per workweek.

**MOTION:** Councilmember ***Zimmerman*** moved to authorize 8-hour duty shifts for Goddard Police Department personnel effective Monday, December 29, 2014. Councilmember ***Blubaugh*** *seconded the motion*. The motion carried unanimously.

### **CONSIDER GODDARD POLICE DEPARTMENT CRUISER LAPTOP**

#### **PURCHASE**

Sam Houston, Chief of Police, states the department uses laptops in the Police Vehicles for connecting to ASTRA to run tags & drivers licenses, to connect to NCIC for running record checks, as well as numerous other reasons. Houston states the laptop computer for Unit 26 is 8 years old and the plastic hinges that holds the screen on to the machine have broken and are not repairable; rendering the laptop inoperable. He states a replacement quote was obtained from the City's contract IT firm, Gilmore Solutions, totaling \$1,861.43 for the purchase of a Lenovo Think Pad Window 8 for \$1,448.59, 1 Tripp Lite Power Verter for \$32.48 plus \$360.00 for service and installation. Houston recommends if approved, the cost be allocated to 10-210-7340.

**MOTION:** Councilmember ***Torske*** moved to approve the purchase of a Lenovo Think Pad Window 8 for \$1,448.59, 1 Tripp Lite Power Verter for \$32.48 plus \$360.00 for service and installation from Gilmore Solutions with the total cost of \$1,861.43 to be charged to line item 10-210-7340. Councilmember ***Applegate*** *seconded the motion*. The motion carried unanimously.

### **REVIEW AND COMMENT MINIMUM HOUSING CODE**

Justin Givens, Community Development Director, presented a review of Goddard City Code Chapter 8 Health and Welfare; Article 6 Minimum Housing Code as a part of an ongoing review process for the governing body. Givens states the purpose of the Minimum Housing Code is to protect, preserve, and promote the physical and mental health of the people by legislation which shall be applicable to all dwellings, structures and premises now in existence or hereafter construed or developed. Givens states the code was adopted in 2001 based on a League of Kansas Municipalities Model Code, establishes minimum standards, and provides for inspection processes and procedures. The City Council briefly discussed the code and thanked Givens for his presentation.

### **AUTHORIZE ELK RIDGE ADDITION PHASE II STREET NAME CHANGES**

Justin Givens, Community Development Director states in 2006, former Mayor Jim Singletary, signed an affidavit changing the names of streets in Phase one of the Elk Ridge Addition. Now that Phase II of the Elk Ridge Addition is open for development those streets need name changes as well.

**MOTION:** Councilmember ***Hahn*** moved to authorize Mayor Gregory to sign the affidavit changing the names of certain streets within Elk Ridge Phase II. Councilmember ***Torske*** *seconded the motion*. The motion carried unanimously.

## **RECEIVE AND FILE NOVEMBER FINANCIALS**

Matt Lawn, City Treasurer presented the November Financial Report.

## **AUTHORIZE 4<sup>TH</sup> QUARTER INTERFUND TRANSFERS**

Matt Lawn presented the proposed fourth quarter transfers for the City Council's approval.

**MOTION:** Councilmember *Applegate* moved to authorize the third quarter transfers as presented. Councilmember *Torske* seconded the motion. The motion carried unanimously.

## **CITY ADMINISTRATORS REPORT**

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the December 15<sup>th</sup> Regular  
City Council Meeting  
Date: December 15, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Purchase Policy Update: This item was deferred due to staff time constraints but will be presented for review and comment at the January 20<sup>th</sup> Regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: This item will be presented in conjunction with the 2015 Governing Body Work Plan. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for review and comment by City Prosecutor Kristen Wheeler. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: At the December 11<sup>th</sup> Planning Commission meeting reviewed and set a public hearing date for January 8, 2015. The notice of public hearing will be published in this week's Times-Sentinel on Thursday, December 18<sup>th</sup>. A copy of the notice is included with this report. Community Development Director Justin Givens will distribute an executive summary later this week. The City Council should expect to receive the document for adoption at the January 20<sup>th</sup> or February 2<sup>nd</sup> regular meeting. *Attachment A*

Variance Hearing: A public hearing will be held at the January 8<sup>th</sup> planning commission meeting to consider variance request V-2015-01. This hearing will consider a variance on the 20 foot setback requirement for a caretaker's suite. The applicant is requesting to encroach approximately two feet into the setback for the structure. This notice of public hearing will be published on Thursday, December 18<sup>th</sup> in the Times-Sentinel. A copy of the hearing notice is attached to this report. *Attachment B*

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's February 12<sup>th</sup> regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: Request For Proposals are due December 22<sup>nd</sup>. Interviews with perspective firms will be scheduled the last week of December 2014 or first full week in January 2015 with contract negotiation to follow.

Springhill Lift Station: The primary lift pump that was repaired continues to work. It is not known how long this temporary repair will last. Assistant City Administrator Kyler Ludwig is gathering multiple quotes to present to the Council for consideration to repair and/or replace the sanitary sewer back-up pumps. This item will be presented in January. This item was deferred to provide the Governing Body with multiple options for the repair and/or replacement of the pumps.

Utility Payment Drop Box: Staff will giving the utility drop box in front of City Hall a facelift on Tuesday, December 16<sup>th</sup>. The repair will include new wood trim, sealant, and signage. Total cost will be less than \$50.

Truck Stop/Food Mart/Shell Station: Just when you thought this matter couldn't get any more convoluted, it does. The sale and transfer of title for the property has been placed on administrative hold pending protest of two lienholders. There is a statute that enables lienholders to protest the sale of the property for a period of up to 365 days to negotiate a settlement with the purchaser on the amount owed by the previous owner. We believe an agreement is close to being reached with at least one lienholder. More information will be conveyed as it is known.

Online Agenda Packets: The process to place to create individual agenda packets will be labor intensive. The soonest this item can occur is after January 1<sup>st</sup> 2015.

Utility Bill Itemization: Staff has been in contact with the software provider to determine how best to proceed. A bid estimate should be received this week. The current software provider

will need create a new software package to accomplish this task. This item can be discussed in January when more on the cost is known.

Televised City Council Meetings: Staff will be meeting with technology providers on Thursday of this week to determine a tiered system to provide this service. Assistant City Administrator Kyler Ludwig is the staff lead for this item and will present an update in January.

Park Board Appointments: Please anticipate establishing the Park Board at the January 5<sup>th</sup> meeting.

### **Upcoming Events**

Municipal Court Arraignment, December 23<sup>rd</sup>, 7pm in the City Council Chambers.

City Hall will close at noon on December 24<sup>th</sup> and reopen 8am Friday, December 26<sup>th</sup> in observance of the Christmas Holiday.

City Hall will close at noon on Wednesday, December 31<sup>st</sup> and reopen 8am Friday, January 2<sup>nd</sup> in observance of the New Year.

Regular City Council Meeting, Monday, January 5<sup>th</sup> at 7pm in the City Council Chambers.

Planning Commission Meeting, Thursday, December 8<sup>th</sup> at 7pm in the Council Chambers.

Municipal Court trial docket, Monday, January 12<sup>th</sup> at 1pm in the Council Chambers.

Library Board Meeting, Monday, January 12<sup>th</sup> at 7pm in the Public Library.

City Hall will be closed on Monday, January 19<sup>th</sup> in observance of Dr. Martin Luther King.

Regular City Council meeting, Tuesday, January 20<sup>th</sup> at 7pm in the Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,  
City Administrator

### **GOVERNING BODY COMMENTS**

Councilmember Torske said he appreciated Goddard Police Department providing crowd control to hunt geese on City Property. Mayor Gregory stated the gentlemen understood that allowing hunting within the city limits may cause too many issues/problems. He also felt that the way it is structured right now, it would be cost prohibitive and is going to let the request drop. Torske inquired about the outcome of past discussions of the Police Department using the area for a shooting range. Silcott stated the issue died due to the response from the Seasons Addition. Torske wished everyone a Merry Christmas and Happy New Year.

Councilmember Zimmerman expressed concern for the past decision to put Brine on the streets when the forecast was not for any significant amount of snow.

Councilmember Blubaugh stated he would like to schedule a water/sewer/trash workshop to discuss some issues.

Mayor Gregory thanked council and staff for attending the Mayors Tree Lighting Ceremony. Gregory noted she attended the Sedgwick County Association of Cities (SCAC) meeting last

Saturday in Maize Kansas and the common concern among City's across the board was what is currently happening in Topeka at the State level and its effects on Kansas municipalities. Gregory also invited Council to the monthly staff luncheon on Friday, December 19.

### **EXECUTIVE SESSION**

**MOTION:** Councilmember **Blubaugh** moved to recess into executive session after a five-minute break pursuant to non-elected personnel to discuss specific personnel matters to include the City Administrator and Chief Houston. The City Council will reconvene the open meeting in the City Council Chamber at 9:25 p.m. Councilmember **Hahn** *seconded the motion*. The motion carried unanimously.

*The City Council recessed into Executive Session at 9:00 p.m. and reconvened at 9:25 p.m. Mayor Gregory announced that no binding action was taken in executive session.*

**MOTION:** Councilmember **Blubaugh** moved to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 9:50 p.m. Councilmember **Hahn** *seconded the motion*. The motion carried unanimously.

*The City Council recessed into Executive Session at 9:30 p.m. and reconvened at 9:50 p.m. Mayor Gregory announced that no binding action was taken in executive session.*

### **ADJOURNMENT**

**MOTION:** Councilmember **Zimmerman** moved to adjourn the regular meeting. Councilmember **Applegate** seconded the motion. The motion carried unanimously.

*Meeting adjourned at 9:51p.m.  
Lorie DeVaney, Assistant City Clerk*